

**U.S. Department of Justice**

Federal Bureau of Prisons  
*Federal Correctional Institution*  
Otisville, New York 10963

Number : OTV 5267.06c  
Date : May 30, 2001  
Title : Visiting  
Regulations (FCI)

# Institution Supplement

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1. PURPOSE: To supplement Program Statement 5267.06, Visiting Regulations. This institution supplement is to establish local visiting regulations and procedures for the Federal Correctional Institution, Otisville, New York. This institution supplement must be read in conjunction with Program Statement 5267.06.

2. DIRECTIVES AFFECTED:

a. Directives Rescinded:

I.S. 5267.06b Visiting Regulations

b. Directives Referenced:

P. S. 5267.06 Visiting Regulations,  
I. S. 5580.05c Personal Property, Inmates  
I. S. 5500.09d C6 Front and Rear Entrance Procedures

3. CORRECTIONAL STANDARDS REFERENCED: Standards FC2-4024, FC2-4088, C2-4105, C2-4205 and C2-4206 are referenced.

4. GUIDELINES:

a. Regular visits will be conducted in the institution visiting room. The outdoor visiting area may be utilized upon discretion of the Visiting Room Officer.

b. Each designated inmate will be allotted twelve visiting points per month. Weekday visits are charged as one point, weekend and holiday visits are charged as two points. A maximum of twelve points per month will be authorized. Unused visiting points are not carried over from one month to another.

c. Visiting will be conducted between the hours of 8:00 a.m. and 2:45 p.m. on Saturday, Sunday, Monday and holidays. (Visitors arriving after 2:15 p.m. will not be allowed into the visiting room).

On **Thursday and Friday** visiting will commence at 1:15 p.m. and conclude at 8:00 p.m. (Visitors arriving after 7:15 p.m. will not be allowed into the visiting room). The visiting room will be closed on **Tuesday and Wednesday**, except for legal visits. Visitors will not be permitted to leave and then return to the visiting room on the same day.

d. Approval of Visits: Inmates will be responsible for submitting a list of proposed visitors. Each inmate, upon arrival, will be provided copies of the local visiting guidelines and the Visiting List Request Form (Attachment A). Attachment A will be completed by the inmate and returned to the appropriate unit team member. The unit team will process the list of requested friends, family members and notify the inmate of the individuals who are approved to visit. Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age: must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age prior to visitation.

Inmates who provide false information on their visitors, will result in that person being removed from their list by the Front Lobby Officer, after discussion with the unit team.

The unit team will be responsible for making the initial entry of an inmate's visiting file into the computer and the unit manager must sign each inmate's approved visiting list. A Request for Conviction Information form, BP-311, (Attachment D) will be mailed to prospective visitors.

Verification must be made through copies of birth certificates, marriage licenses, PSI's or contact with the U.S. Probation Department for family members not sharing the same last name as the inmate. Photocopies are acceptable. NCIC checks will be conducted on other than family members upon receipt of the Request for Conviction Information, BP-311 (Attachment D) from the prospective visitor.

Amendments to the Visiting List: Inmates desiring a change in their original visiting list shall submit an Inmate Request to Staff Member (BP-ADM-70). The appropriate addition or deletion will be made by the unit counselor to the inmate's visiting list maintained in the computer in the front lobby.

e. Number of Visitors: The maximum number of visitors on an inmate's authorized visiting list will be **twenty five (25)** unless additional visitors are approved by the appropriate unit manager with a special visiting form.

A maximum number of four (4) adult visitors, excluding children, may visit the inmate at one time. The visiting room will be occupied by no more than 154 persons at any one time. Therefore, when conditions of overcrowding exist, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit.

f. Special Visits and Extra Visits: Special visits are interpreted as clergy, potential employers, etc., and usually occur on a one time basis only. Prior approval by the unit manager is required for their admittance.

Special visits will occur during normal visiting hours. The unit team may approve an extra visit due to special or unique circumstances. Written documentation of this approval by the unit team will be submitted to the Visiting Room and Front Lobby Officers prior to the visit. Upon completion of the special visit, written documentation will be placed in the inmate's central file.

Clergy visits must have prior written approval from the Chaplain for private visits. A Notification of Visitor Form (Title 18)(Attachment C, Page 1-3) must be completed for each inmate they are approved to visit and they are to list the inmates for which they desire to meet, as well as sign the Inmate Visiting Log Book. Religious Visitors; i.e., contract and volunteers, seeing a group of inmates are required to sign the Official Visitors Log Book and acquire badges.

g. Attorney Visiting: All efforts will be expended to ensure that an attorney has access to his client at any time. When an attorney enters the lobby area, all efforts will be made to ensure that the attorney is processed quickly and efficiently and that the inmate is brought to the visiting room expeditiously. If the attorney should arrive before count, the inmate will be placed on the out count and escorted to the visiting room. Should the attorney arrive during count, he/she will be processed and escorted to the visiting room. The inmate is to be brought to the visiting room immediately following a clear count.

In cases of emergency (i.e., escape, riot, or hostage situation) the Shift Lieutenant will have the authority to terminate the visit, return the inmate to the unit, and escort the attorney out of the institution.

All efforts will be made to accommodate an attorney visiting this institution. Due to the unique situation in the state of New York, an attorney will either present a bar card or identify him/her self as an attorney with a driver's license.

This will be acceptable in lieu of the bar card. Two forms of identification are required. The attorney shall be required to sign the log book located in the front lobby when entering or departing the institution.

The log book will reflect "attorney signature, date, inmate visited, time in, time out, and remarks." Paralegal and/or private investigators must be accompanied by the attorney.

If an attorney should arrive at the institution wishing to see his client during non-visiting days or non-visiting hours, every effort will be made to accommodate him/her.

h. Volunteers: Persons who are approved community volunteers may not be approved as regular visitors on an inmate's approved visiting list such as social workers or chaplains and etc.

i. Administrative Detention/Disciplinary Segregation: In most cases inmates housed in the Special Housing Unit will ordinarily be allowed visits in the visiting room. However, "maximum custody" inmates may be required to visit in the no contact visiting area. The Captain will make the decision on whether "maximum custody" inmates will visit in the visiting room or the no contact visiting area. "Maximum custody" visits must be pre-arranged for weekdays ONLY, (No weekends).

Special Housing Unit inmates will be closely supervised at all times while visiting and must sit directly in front of the Visiting Room Officer. The Shift Lieutenant will ensure that proper custodial escort is arranged and, if applicable, separtees will be identified prior to departure from the Special Housing Unit. Inmates housed in the Special Housing Unit will be required to wear a jumpsuit during the visit.

j. Hospital Visits: Inmates medically assigned to the Health Service Unit must have permission from the Health Services Administrator and Captain prior to the visit. If the inmate is medically approved for a visit, the medical staff will notify the visiting room staff of any medical restrictions.

If it is determined that, for medical reasons, the inmate cannot visit in the visiting room, then approval from the Captain will be required prior to allowing the visit to take place in the Health Services Unit. Normally, visits for hospitalized inmates will be restricted to immediate family.

Inmates hospitalized in an outside (community) hospital will not ordinarily receive visits. Visits for inmates hospitalized in an outside hospital can only be approved as a "special visit", requiring the approval of the Warden.

If special circumstances warrant a visit, only immediate family members can be approved.

When approved, outside hospital visits will only be for a short duration, not to exceed 90 minutes.

k. Inmate Dress/General Population: General population designated inmates will be neatly attired in khakis. Shirts will be buttoned and tucked in. It will be fully buttoned with the exception of the collar button. A t-shirt is not required under the specified attire, as stated above, but underwear must be worn. Only shoes sold in the commissary i.e., black or brown **boots**, shoes, sneakers or black and grey hush puppies, are authorized to be worn in the visiting room unless, due to medical needs, another type of shoe is authorized. Inmate must have written authorization from the Health Service Administrator.

l. Inmate Personal Property: Inmate personal property shall be restricted to a comb, handkerchief, wedding band, authorized commissary shoes, religious medallion, and religious headgear (if authorized by the Chaplain). No other articles will be allowed in the visiting room.

All inmate personal property will be properly inventoried and documented on the Visiting Room Shakedown Master Log Form prior to the inmate being released to the main visiting room.

When inmates enter the visiting room wearing commissary purchased sneakers, a locking seal with a numbered metal chit attached, will be laced through one shoe eye of a sneaker (determined by the shakedown officer), and the chit number will be documented on the shakedown master log. Upon completion of the inmate's visit, the visiting room shakedown officer will check the seal and metal chit to ensure it matches what was documented on the shakedown master log. If an inmate returns to the visiting room shakedown area without a seal still secured to a sneaker, the officer will notify the shift lieutenant for appropriate actions.

Prior to entering the visiting room, all inmates will be pat searched. Prior to exiting the visiting room, all inmates will be visually searched. Inmates will not be allowed to keep any items that are not noted on the Shakedown Room Master Log form. An incident report will be written and forwarded to the Lieutenant's Office.

m. Food and Drink: Vending machines are located in the visiting room and provide a choice of sandwiches, candy, coffee, sodas, etc. No food or beverages will be allowed to be brought into the visiting room by a visitor.

**ALL** vending machines will be operated by the visitor **ONLY**.

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Inmates are allowed to leave their seats to use the bathroom

facilities and to dispose of trash. Inmate visitors will be authorized to bring in one unopened pack of cigarettes to be used on the patio only.

The officer assigned to the visiting room is not responsible for loss or malfunction of the vending machines. Visitors are cautioned to use the machines at their own risk. Reimbursement is NOT guaranteed.

n. Front Entrance Procedures: Front entrance staff will verbally ascertain that each visitor is not in possession of alcohol, narcotics, firearms, or ammunition. Inmate visitors will be advised of proper disposition procedures if possession of any item referenced is indicated. All inmate visitors will be required to pass through the walk-through metal detector. Randomly, inmate visitors will be required to be scanned using the (ION) drug detection system. All positive results will be conducted twice. Staff will notify the Shift Lieutenant upon a second positive test. Any visitor refusing to be processed through the metal detector or the (ION) drug detection system, will be brought to the attention of the shift lieutenant or the Duty Officer for final disposition.

When a visitor is unable to walk through the metal detector without sounding the alarm, the officer shall request the visitor submit to a search by a hand-held transfrisker. Further unsatisfactory results will be brought to the attention of the shift lieutenant or Duty Officer. Visitors who are handicapped and require a wheelchair, will be provided one by the institution. No personal wheelchairs will be allowed inside the visiting room.

All inmate visitors entering the institution will be required to have their hand "black light" stamped for additional security and identification. When departing the institution visiting room and A-1 sallyport building, each visitor will submit to identification via the "black light".

o. Inmate Visitor's Personal Property: Visitors will be permitted to carry the following items into the visiting room: a clear, transparent purse, a reasonable amount of feminine hygiene items, and a reasonable amount of infant food and care items.

All other personal property will be secured in their vehicle or in the property lockers located in the front lobby.

All items authorized for entrance into the visiting room will be thoroughly searched by the front entrance officer. Additionally, all carry-in items will be subject to an X-Ray machine search.

Visitors will not be allowed to leave money for deposit into an inmate's account or remove inmate items at the conclusion of the

visit.

p. Visitor Denial: The shift lieutenant or the Duty Officer may deny a visit. After checking the central file for prior documentation, the unit team will provide visiting information to the shift lieutenant or Duty Officer. If the visit is denied, the visitor's information will be documented by the A-1 lobby officer.

q. Information to Visitors: An instruction and information sheet covering standards of attire and conduct, visiting hours, etc. Notification of Visitor Form (Attachment B, Page 1 of 3) may be obtained by the inmate from the unit team for mailing to prospective visitors. Visitors who are not properly attired will be denied a visit. The following clothing is considered improper attire and will not be allowed in the visiting room:

Very short pants or cut offs;  
Shirts or blouses that bare the midriff;  
See through shirts or blouses;  
Micro-mini skirts;

Clothing that is similar to those worn by inmates; Bare feet; Any dresses or other apparel of a suggestive or revealing nature.

Note: Proper walking shorts for male and female will be authorized.

r. Records of Visitors: Each adult visitor 18 years of age and older must sign the voucher which gives provision of Title 18, United States Code, Chapter 87, Section 1791 (Attachment C). Each visitor will also be required to sign the inmate visitors' log maintained in the front lobby.

s. Visitor Identification: Acceptable identification includes a picture identification, a driver's license, an official state identification card, or a passport. The signature on the Title 18 form will be compared to the signature on the identification presented.

Absent appropriate identification which contains a photograph, three (3) forms of non-photo identification will be required. These I.D.'s should be a social security card, utility bill with name and current address, birth certificate, or major credit card. All other forms of non-photo identification will not be accepted.

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t. Recording Equipment or Cameras: **Pagers and cellular phones WILL NOT be permitted inside the institution** without advanced written permission from the Warden.

u. Photographs: Inmates may purchase tickets from the commissary for the purpose of obtaining photographs of themselves and family in the visiting room. Photographs will be taken by an authorized inmate photographer. All photos will be in good taste.

v. Termination of Visits/Overcrowding: In the event of overcrowding (excess of 154 persons) in the visiting room, the Duty Officer, or in his/her absence, the Shift Lieutenant, is authorized to limit the length of the visit. All Visitors will be afforded a minimum of two hours of visiting. After a minimum of two hours, the Duty Officer is authorized to terminate visits in order to accommodate all awaiting visitors. Special visits are subject to be terminated prior to regular visits. However, consideration will be given to those visitors who visit infrequently and/or have traveled long distances. Those visitors will be among the last to be terminated.

w. Circumventing Visiting Regulations: Attempts to circumvent the visiting regulations established by the facility may result in disciplinary action against the inmates and/or suspension of visiting privileges for either inmates or outside visitors.

x. Visiting Regulations Regarding Pets: Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In this circumstance, the visitor must provide staff with certification that the dog is trained for that purpose.

5. OPI: Captain

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Fredrick Menifee, Warden

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ATTACHMENT A

FCI OTISVILLE

VISITING LIST REQUEST FORM



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Register Number: \_\_\_\_\_

I request that the following persons be permitted to visit me during my stay at FCI Otisville.

[illegible]

This image shows a full page of handwriting practice paper. It features ten identical rows of horizontal guidelines. Each row is composed of three lines: a solid black line at the top, a dashed black line in the middle, and another solid black line at the bottom. These lines are evenly spaced across the entire page to help learners practice letter formation and alignment. There is no text or other markings on the paper.

\_\_\_\_\_  
Inmate's Signature

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Unit Manager's Signature

**NOTIFICATION OF VISITOR**

**Title 18, United States Code, Chapter 87, Section 1791, provides that:**  
**"WHOEVER CONTRARY TO ANY RULE OR REGULATION PROMULGATED BY THE ATTORNEY GENERAL, INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON THE GROUNDS OF ANY FEDERAL PENAL OR CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO TAKE OR SEND THERE FROM ANYTHING WHATSOEVER, SHALL BE IMPRISONED NOT MORE THAT TEN YEARS."**

**TO:** \_\_\_\_\_

**RE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

You have been approved to visit with the above referenced inmate at FCI, Otisville. Please familiarize yourself with the information listed below.

**VISITING** will take place in the visiting room unless alternate arrangements have been approved by the Warden. Visiting will be conducted between the hours of 8:00 A.M. and 2:45 P.M. on Saturday, Sunday Monday and holidays (visitors arriving after 2:15 P.M. will not be allowed in the visiting room). On Thursday, and Friday, visiting will commence at 1:15 P.M. and conclude at 8:00 P.M. (visitors arriving after 7:15 P.M. will not be allowed into the visiting room). The visiting room will be closed on Tuesday and Wednesday, except for legal visits. Visitors will not be permitted to leave and then return to the visiting room on the same day.

**NUMBER OF VISITS:** Each designated inmate will be allotted **twelve** visiting points per month. Weekday visits are charged as one point, weekend and holiday visits are charged as two points. A maximum of **twelve** points per month will be authorized. Unused visiting points are not carried over from one month to another.

**VISITOR IDENTIFICATION:** Acceptable identification includes a picture I.D., driver's license, an official state identification card or passport. The signature of the Title 18 form will be compared to the signature on the identification presented. Absent appropriate identification which contains a photograph, three (3) forms of non-photo ID will be required.

**FOOD AND DRINK:** No food or beverage items will be permitted into or taken out of the visiting room. Vending machines are located in the visiting room and provide choice of sandwiches, candy, coffee, soda, etc. The vending machines will be operated by the visitor **ONLY**.

**VISITORS' PERSONAL PROPERTY:** Visitors will be permitted to carry the following items into the visiting room: a transparent purse, a reasonable amount of feminine hygiene items and a reasonable amount of infant care items. All other personal property should be secured in your vehicle or in the property lockers in the front lobby. All items authorized for entrance into the visiting room will be thoroughly searched by the front entrance officer. Additionally, all carry-in items will be subject to an x-ray machine search. One (1) unopened pack of cigarettes will be authorized into the visiting room only, to be used on the patio only.

Proper attire for visitors: It is necessary to uphold standards of appropriate dress in the visiting room in order to provide a safe environment for visitors and to ensure the orderly operation of the visiting room. The following items are considered improper attire and will NOT be allowed in the visiting room:

- Very short pants or cut offs**
- Shirts or blouses that bare the midriff**
- See through clothing of any kind (shirts, blouses or skirts)**
- Micro-mini skirts**
- Clothing that is similar to those worn by inmates**
- Bare feet**
- Any dresses or apparel of a suggestive or revealing nature**
- Proper walking shorts for male and female will be authorized.**

Visitors must be properly dressed at all times while in this institution. If a visitor wears any of the above improper attire, that visitor will be denied entry to the institution.

**\* APPROVAL OF VISITS:** Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age prior to visitation.

**LOCATION:** The entrance road (Two Mile Drive) to FCI, Otisville is located on County Road 90 (Sanitarium Road), 1/4 mile off of New York State Highway 211. The facility is located 2.2 miles up the mountain from the beginning of the entrance. Tel. (845)-386-5855

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Correctional Counselor

BP-S224.022 NOTIFICATION TO VISITOR CDFRM JUL 95

**U.S. DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF PRISONS**

Date:	Time:	Officer's Name:
Institution:		Location:
Name and Reg. No. of Inmate(s) to be visited:		

It is a Federal crime to bring upon the institution grounds any firearms, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the warden. Title 18 U.S.C. 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution. NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE ANSWER THE FOLLOWING QUESTION: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Narcotics	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Explosives	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Marijuana	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Weapons	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Camera	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ammunition	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Food Items	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Metal Cutting Tools	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Alcoholic Beverages	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Recording Equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prescription Drugs*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

\*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years or both (pursuant to Title 18, U.S. Code, Section 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/ Signature:

Street Address/City and State:

Vehicle License No.:

Year, Color, Make and Model of Vehicle:

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

If not visiting with an inmate, please indicate:

Name of Organization:

Purpose of Visit:

Printed Name/Signature of Staff Witness:

BP-S311.052 **REQUEST FOR CONVICTION INFORMATION** CDFRM  
JUL 95

**U.S. DEPARTMENT OF JUSTICE** **FEDERAL BUREAU OF PRISONS**

1. <b>TO</b> (Addressee)		2. <b>FROM</b> (Institution)	
3. Inmate's Name		4. Register No.	
5. The above named inmate of this facility has requested permission to receive visits from:			
a. Name of Potential Visitor		b. Date of Birth	
c. Social Security Number		d. Motor Vehicle Operator's I.D. - Number and State of Issu	
e. Citizenship: . If other than U.S., please provide alien registration nu or passport number:			
f. Address of Potential Visitor		g. Potential Visitor's Relationship to the inmate	
h. Race of Potential Visitor		I. Sex of Potential Visitor	
<input type="checkbox"/> Black <input type="checkbox"/> White		<input type="checkbox"/> Male	
<input type="checkbox"/> Hispanic <input type="checkbox"/> Indian		<input type="checkbox"/> Female	
<input type="checkbox"/> Asian <input type="checkbox"/> Other			
6. Has this person been convicted of any criminal offense? If so please complete the appropriate response below. An authorization to release information, signed by the person in question, is attached.			
a. Signature of Case Manager		b. Institution	c. Date
c. Printed Name of Case manager			

**RESPONSE**

1. A search of the records of this office concerning the individual named above, who wishes to visit an inmate of a Fe Correctional Facility reveals:			
<input type="checkbox"/> No record of prior convictions.			
<input type="checkbox"/> The following record of convictions:			
1a. Date		1b. Offense	
1c. Sentence			
2. Printed Name/Signature		3. Title	4. Date
5. Agency			